Charlton Fire District Meeting Minutes
July 1, 2026

PUBLIC MEETING: The public meeting of the Charlton Fire District was called to order on. July 1, 2026, at 7:02pm

PRESENT: Stephen Dyer, Ryan McDonald, Tracey Lyons, and George Davidson
ABSENT: Janet Reville, Dan Martin, and Erin Waite

1. **Approval of Agenda**
   Motion to approve the agenda was made by Ryan McDonald and seconded by Tracey Lyons. Approved 3-0-0

2. **Approval of Minutes**
   Motion to approve the June 3rd meeting minutes made by Ryan McDonald and seconded by Tracey Lyons. Approved 3-0-0

3. **Chairman's Report**
   Stephen Dyer reported that TJ Lyons did a great drill on heat and heat related illnesses. Also, 18-1 didn't have water in the tank after being serviced.

4. **Treasurer's Report**
   a. June's Treasurer's report presented by George Davidson
   b. Review and audit of bills.
   c. Operating Account: $93,471.40
      Apparatus Capital Reserve: $200,411.10
      Equipment Capital Reserve: $17,273.88
      Emergency Capital Reserve: $25,786.57
      Capital Improvement Reserve: $25,466.13
      Total Checking/Savings: $349,558.45
      Capital Improvements (2 Treasury Bills) Investment: $99,290.90
      Equipment Reserve (Treasury Bills) Investment: $122,845.35
      Operating Fund (Treasury Bills) Investment: $255,640.09
      Apparatus (Treasury Bills) Investment: $689,871.18
      Total Reserve Investments: $912,007.43

   George reviewed the Collateral Statement with the board.
   George reviewed the maturity dates for the Treasury bills with the Board and asked how the Board would like to proceed with those maturing soon. Stephen Dyer also asked that we compare the value of investing in a certificate of deposit (CD) versus a Treasury bill.
   Motion to pay outstanding bills was made by Ryan McDonald and seconded by Tracey Lyons.
   Approved 3-0-0
   Motion to approve Treasurer's report made by Tracey Lyons and seconded by Ryan McDonald.
   Approved 3-0-0

5. **Chief's Report**
   - Call Volume for June 2026: 19 total calls
   - New Vehicle Update:
     - MED-18-3 has been placed in service.
     - The new car 18-0 should be done shortly.
     - License plates came in for care 18-0, still waiting for MED-18-3 plates.
   - Officers met last week to review some mutual aid box alarm changes. The Officers also discussed upcoming training.
   - Training:
     - Firefighter Scott Stevens is enrolled for upcoming BEFO/IFO class.
     - Firefighter Denison is enrolled for the upcoming fire police class.

6. **Company Presidents Report**
   Megan Reed provided an update on bylaws, PPM Committee, Founders Day weekend, Flag Day Parade, and recruitment table. A question raised was if giving gift cards to members is allowed. This is something the company will get clarification on. Discussions followed on bylaw structure for the department.
   Megan also reported that the company would be booking the boat cruise in Lake George again this year. As well as hold a Paint & Sip in the fall for everyone who is interested.

7. **Committee Reports**
   a. Facilities Management (Janet Reville)
      Janet Reville was not in attendance but provided the board with a report via email.
      - Eastern Heating & Cooling replaced the failing regulating valve. Janet provided them with a key fob for the building so they can access the firehouse in the future without needing someone to meet them on-site.
      - Wolf Lock re-cored the compressor room lock because the door had been difficult to open. The lock is now working properly.
      - Janet contacted Unlimited Landscaping and requested improved weeding of the plant beds. Michael from Unlimited Landscaping indicated he was not fully clear on the scope of responsibilities, so Janet provided him with a copy of the contract. He stated that the plant beds would be maintained going forward.
      - There seems to be an issue with the A/C working correctly in the building. Assistant Chief Dyer asked on behalf of Janet Reville to contact Eastern Heating & Cooling to resolve the issue. Motion was made to approve this request by Ryan McDonald and seconded by Tracey Lyons. Approved 3-0-0

   b. Apparatus and Equipment (Dan Martin)
      It was reported that 18-3 will be sent out for rewiring.
      It was reported that 18-4 has been fully serviced and is awaiting New York State inspection. The vehicle also needs tires, we are waiting for a quote from Warren Tire.
      It was reported that repairs to 18-2 are underway, with 18-3 scheduled next.
      It was reported that 18-0 is nearly ready for delivery, and the third new vehicle has also arrived.
      Stephen Dyer raised a question regarding the location of the vehicles in the bay. Adjustments will be made as needed.

   c. Firematic Training and Fire Prevention Committee (Stephen Dyer)
      Stephen Dyer had nothing to report.

   d. Radio Communication and Informational Technology Committee (Ryan McDonald)
      Ryan McDonald had nothing to report.

   e. Staff Relations/Code of Ethics Committee (Tracey Lyons)
      Tracey Lyons had nothing to report.

8. **Unfinished Business**
   - Meeting Room Usage Agreement & Pavilion Usage Agreement updates were reviewed by the board. A motion was made to approve the amendments by Ryan McDonald and seconded by Stephen Dyer. Approved 3-0-0.
   - A request to use the pavilion on July 11th for his daughter's birthday party was made by Andrew Tourlotte. A motion was made to approve the usage of the pavilion on July 11th by Ryan McDonald and seconded by Tracey Lyons. Approved 3-0-0

9. **New Business**
   - Quote for repair work on 18-4 was reviewed. Motion was made to approve the work on 18-4 by Ryan McDonald and seconded by Tracey Lyons. Approved 3-0-0
   - The board discussed looking at hiring a new attorney as our current attorney will be retiring end of this year. This will be tabled until the August meeting.

- Cleaning Service – the board discussed the level of service being provided by our cleaning service. How often are they cleaning the radio room, standby room, and doing cobwebs. This will be discussed with the cleaning service. A question raised was does the Cleaning Service also have workers compensation insurance.
- A motion was made to approve the installation of the Havis iPad mount in car 18-0 in the amount of $232 by Ryan McDonald and seconded by Tracey Lyons. Approved 3-0-0
- The board discussed how to fill the commissioner seat that will be vacated by Dan Martin.

10. **Privilege of the Floor**
11. **Adjournment**

    Motion to adjourn made by Tracey Lyons and seconded by Ryan McDonald at 8:25pm.